Out Processing (audit response)

How to change an employee's status code in DCPS

When an employee departs for (PCS/Separation), and is transferring to a different database. Normally, it will be the Required Personnel Action SF-50 (audit readiness requirement) generated by the losing organization through the servicing CPAC that would remove the employee from the payroll database.

In the event the RPA does not flow to remove the account after <u>one pay period</u>.

Follow the steps in the succeeding slides to change the account from active to suspense. Access to DCPS is required to perform this task.
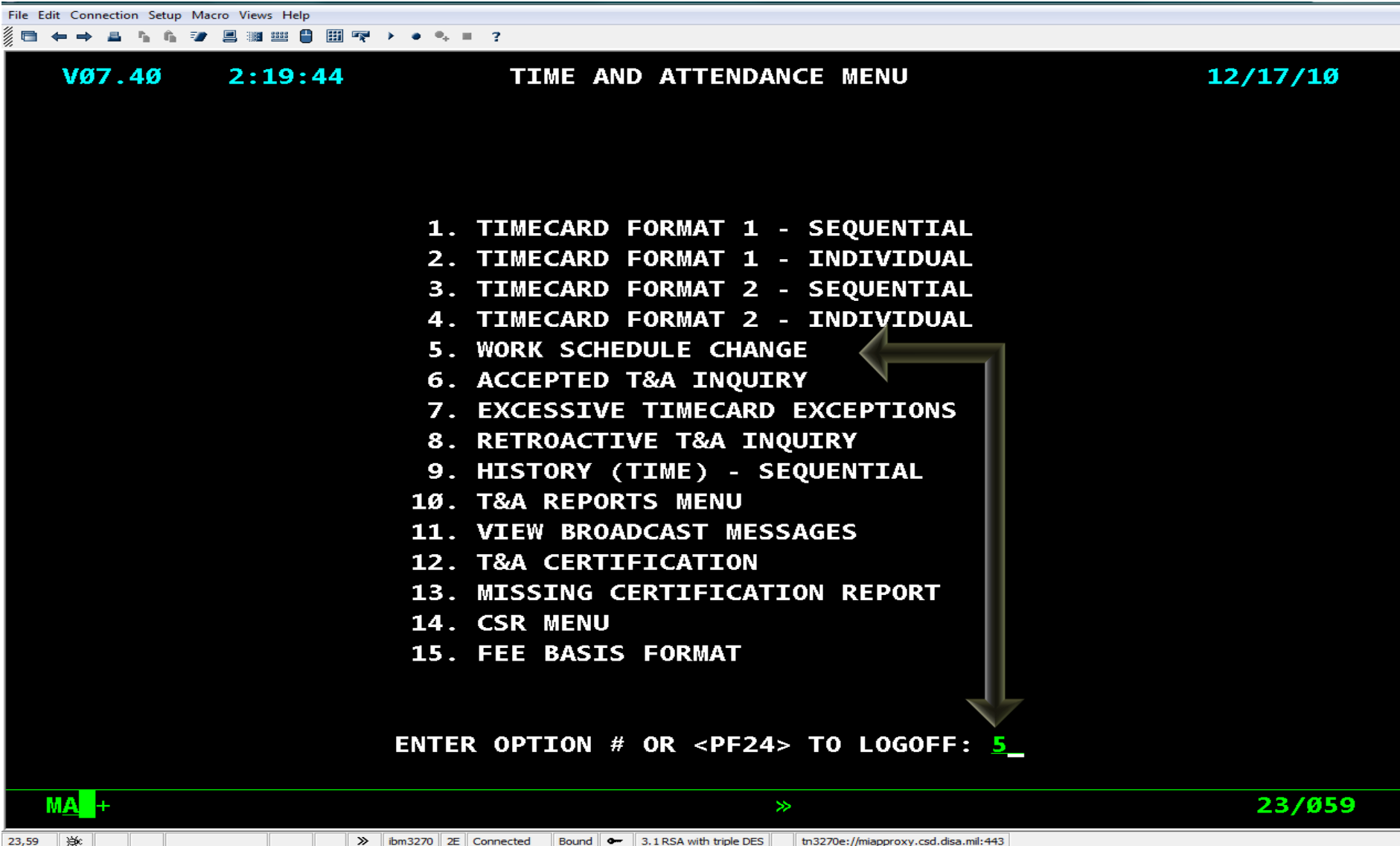
Note: this workaround will not be used for employees on TLWOP or on Military Furlough.

* Logon to DCPS.

Select work schedule change

File Edit Connection Setup Macro Views Help

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V07.40      2:19:44          TIME AND ATTENDANCE MENU                12/17/10




                    1. TIMECARD FORMAT 1 - SEQUENTIAL
                    2. TIMECARD FORMAT 1 - INDIVIDUAL
                    3. TIMECARD FORMAT 2 - SEQUENTIAL
                    4. TIMECARD FORMAT 2 - INDIVIDUAL
                    5. WORK SCHEDULE CHANGE
                    6. ACCEPTED T&A INQUIRY
                    7. EXCESSIVE TIMECARD EXCEPTIONS
                    8. RETROACTIVE T&A INQUIRY
                    9. HISTORY (TIME) - SEQUENTIAL
                   10. T&A REPORTS MENU
                   11. VIEW BROADCAST MESSAGES
                   12. T&A CERTIFICATION
                   13. MISSING CERTIFICATION REPORT
                   14. CSR MENU
                   15. FEE BASIS FORMAT



            ENTER OPTION # OR <PF24> TO LOGOFF: 5_


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23,59   ｜ ≫ ｜ ibm3270 ｜ 2E ｜ Connected ｜ Bound ｜ 🔑 ｜ 3.1 RSA with triple DES ｜ tn3270e://miapproxy.csd.disa.mil:443

V09.20   WORK SCHEDULE CHANGE   17/1
EMPLOYEE ID   EFFECTIVE DATE   TAG   ACT   ORG   NAME

__ __ __ __   ___ ___

SUP DATE EFF   EMP STA CD   GR/UNGR IDC   EMP TYP CD   WKD SCD
ACTION CODE (C,D) _   ARE YOU SURE Y/N _   START/END TIME ____ - ____
SCD DATE EFF   T&A STATUS CODE   _   AWS _ PLATOON ROTATING CODE ____

              * * * * * * * PAY PERIOD TOUR OF DUTY * * * * * * *
              SUN   MON   TUE   WED   THU   FRI   SAT   SUN PAY
WK 1   _____   _____   _____   _____   _____   _____   _____   DAY 7
SHIFT   _   _   _   _   _   _   _
NGT DIFF   _____   _____   _____   _____   _____   _____   _____   _

WK 2   _____   _____   _____   _____   _____   _____   _____   DAY 14
SHIFT   _   _   _   _   _   _   _
NGT DIFF   _____   _____   _____   _____   _____   _____   _____   _

STANDING JON   _____   TIMECARD DESTINATION ____
UNGRADED EMPLOYEE: ROTATING SHIFT IDC   _
                   ROTATING SHIFT HOURS (1) ____   (2) ____   (3) ____

Enter the employee's SSN.
The effective date will be the
date on the SF-50. **No
other date is authorized**

The code "P" will prevent erroneous payment

File Edit Connection Setup Macro Views Help

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V09.20                    WORK SCHEDULE CHANGE                      12/17/10
EMPLOYEE ID   EFFECTIVE DATE  TAG    ACT     ORG              NAME
                             MP00   W6J6AA  7HDE
SUP DATE EFF 12/05/10   EMP STA CD A  GR/UNGR IDC G   EMP TYP CD R  WKD SCD F
ACTION CODE (C,D)  _     ARE YOU SURE Y/N  _          START/END TIME ____ - ____
SCD DATE EFF 06/20/10   T&A STATUS CODE    A    AWS 2  PLATOON ROTATING CODE ____

       *   *  *  *   PAY PERIOD TOUR OF D          *  *  *            UN PAY
              MON        TUE        WED        THU                    DAY 7
             8.00       8.00       8.00       8.00
              0          0          0          0                       N

             8.00       8.00       8.00       8.00       8.00         DAY 14
              0          0          0          0          0
                                                                      N

                                                          TIME
   EE: ROTATING SHIFT IDC   N
       ROTATING SHIFT HOURS  (1) ____        (2)

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5,21   ibm3270 2E Connected   Bound   3.1 RSA with triple DES   tn3270e://miapproxy.csd.disa.mil:443

Place a **"C"** on the action code

Change the status code to a **"P"** then enter 2X to confirm the change.